

CSREES EMPLOYEE OF THE YEAR AWARD

Purpose:

This is an agency-wide award program that annually recognizes three individuals for their outstanding achievements and significant contributions in supporting the mission of CSREES and its client organizations through actions that clearly exceed normal job responsibilities.

Eligibility:

To be eligible, nominees must be permanent employees who have been employed by CSREES for at least one year at the time of nomination and who have performed at the Fully Successful level or above. *The Human Resources Division will confirm.* SES employees are not eligible.

Only individual nominations will be accepted, group nominations will not be considered. Becoming employee of the year will not preclude an individual from receiving other CSREES awards or a performance bonus.

Category of Winners:

Nominations will be accepted in any of the following three categories:

Administrative Support	Positions in this category include clerical, secretarial, assistant or technician occupations that administratively support the work of the office, such as Secretary, Office Automation Clerk, Staff Assistant, Budget and Fiscal Technician, Computer Assistant, Program Assistant, etc.
Administrative and Technical	Positions in this category include occupations that provide a managerial, technical, advisory, or administrative function or service, such as Computer Specialist, Program Analyst, Public Affairs Specialist, Grants Specialist, Staff Accountant, Budget Analyst, etc.
Science and Education	Positions in this category include occupations that are in the professional scientific or educational speciality occupations, such as Program Director, National Program Leader, Program Specialist, Biologist, etc.

Selection Criteria:

Nominations must show evidence of achievements well beyond normal job performance which demonstrate at least one of the following criteria:

- Improved efficiency, effectiveness, and/or economy of programs, operations, or processes.
- Outstanding leadership and/or administration of a national/international program, study, or project.
- Outstanding liaison, coordination of activities, and communications with other government agencies, Congress, organizations, or State counterparts.
- Outstanding support of a major program, agency management, information, evaluation, or administrative activities.
- Significant contribution to the research, education, and/or extension mission of the agency.
- Improved intra- unit or agency communications or relationships that facilitate the accomplishment of work within the unit or agency, such as training or mentoring of others, or promoting teamwork.

Nomination Procedures:

1. Nominations may be made by any CSREES employee and must be approved by the nominee's supervisor.
2. Nominations must consist of a completed nomination form (attached) and a justification of no more than two pages. The justification must clearly and sufficiently address the selection criteria.
3. Nominations must be sent or e-mailed to the Human Resources Division at the address below **no later than** _____. E-mailed nominations must be sent directly from the nominee's supervisor. This method will serve as an electronic signature approving the nomination.

USDA/Agricultural Research Service
AFM/Human Resources Division
Attention: Wendy Johnson
GWCC - 5601 Sunnyside Avenue, Room 3-1170F
Beltsville, MD 20705-5107
wjohnson@ars.usda.gov

Selection Procedures:

A selection panel will be appointed by the Administrator to evaluate the nominations. The panel will consist of CSREES employees, other REE employees, and representatives from client groups. The panel's recommendations will be forwarded to the Administrator for final selection. The winner(s) will be notified in writing of their selection.

Award Recognition:

One winner in each category will be selected annually. The employees selected will receive a plaque and a cash award equivalent to 5% of their annual salary, but no less than \$2000 and no greater than \$5500.

Selected employees will receive their plaque at the annual award ceremony on _____. Name plaques and photos of winners will be placed in the Lobby of the Waterfront Center.

Award Program Administration:

This annual award program will be administered by the Performance and Awards Staff, REE Services Branch, Human Resources Division, AFM. Wendy Johnson is the point of contact for this program and can be reached on 301-504-1552.

CSREES ANNUAL EMPLOYEE EXCELLENCE AWARDS
Nomination Form

Category (Check One):

Administrative Support _____

Administrative and Technical _____

Science and Education _____

Name, Location, Telephone Number, and E-mail Address of Nominee:

Position/Grade/Salary (Can be Obtained from Nominee's Supervisor):

Experience (If Obtainable, List Dates, Title, Grade, Organization):

Citation (25 Words or Less, Beginning with "For . . . "):

Name, Telephone Number, and E-mail Address of Nominator:

Justification: (Submit Separate Sheets, Limited to 2 Pages, Single-Spaced, Describing How Nominee Meets Criteria—*Nominations Will Be Returned To Nominator If Adherence To These Requirements Are Not Met.*)

Supervisory Approval: (E-mailed nominations must be sent directly from the nominee's supervisor. This method will serve as an electronic signature approving the nomination.)

Typed Name: _____ Date: _____

Signature: _____